

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
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अण्डमान तथा निकोबार प्र'ासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 3<sup>rd</sup> September, 2010

No. 297/2010/F.No. 3-132/2010/UD.— In exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman and Nicobar Islands (Municipal) Regulation, 1994 and in supersession of earlier Recruitment Rules framed to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby proposes to make the following rules regulating the method of recruitment to group 'B' post of **Administrative Officer and Office Superintendent** borne in the establishment of Port Blair Municipal Council, Andaman and Nicobar Administration.

Suggestions/objections, if any, on these rules may be furnished to the Commissioner-cum-Secretary (UD), Secretariat, Andaman and Nicobar Administration, Port Blair within a period of 30 days of its publication in The Daily Telegrams.

**1. Short Title and Commencement :-**

- (i) These Rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. No. of posts, its classification and the scale of pay :-**

The number of posts, classification and the scale of pay attached thereto, shall be specified in paras 2, 3 & 4 of the Schedule-I & II annexed hereto.

**3. Method of recruitment, age limit and qualifications :-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the Schedule annexed hereto.

**4. Disqualifications:-**

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living,

OR

- (b) Who, having spouse living, has entered into or contracted a marriage with any person(s), shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), A&N Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage or there are other grounds for so doing exempt any person from the operation of these rules.

**5. Powers to relax :-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reason to be recorded in writing and, if necessary relax any of the provisions of these rules, with respect to any class or category of person(s).

**6. Savings:-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**  
**LIEUTENANT GOVERNOR,**  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor, A&N Islands

Sd./-  
**(Umesh Chandra Gain)**  
**Assistant Secretary (UD)**

**SCHEDULE – I****RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER**  
**IN PORT BLAIR MUNICIPAL COUNCIL**

|     |  |   |
|-----|--|---|
| 1.  | Name of post   | <b>Administrative Officer</b>                             |
| 2.  | No. of post  | 1 (One) 2010 (Subject to variation dependent on workload) |
| 3.  | Classification   | Group 'B' (Municipal Services)                            |
| 4.  | Pay Band & Pay Scale/Grade Pay   | PB-2 Rs. 9300 - 34800 + Grade Pay Rs. 4600                |
| 5.  | Whether selection post or non-selection post   | Non-Selection   |
| 6.  | Whether benefits of added years of service admissible  | Not applicable  |
| 7.  | Age limit for direct recruits  | Not applicable  |
| 8.  | Educational qualifications for direct recruits   | Not applicable  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees  | Not applicable  |
| 10. | Period of probation, if any  | 02 (Two) years  |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | By promotion, failing which by deputation                 |

|     |   |   |
|-----|---|---|
| 12. | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made | <p><b><u>Promotion:-</u></b><br/>Amongst the Office Superintendent of the Municipal Council in the scale of pay of Rs. 9300-34800 + GP 4200 with 3 years regular service in the grade</p> <p><b><u>Deputation:-</u></b><br/>From amongst Officer of the A&amp;N Administration/ Central Govt. Deptt. functioning in UT of A&amp;N Islands</p> <p>a. Holding analogous posts on regular basis in the parent cadre/department</p> <p>b. With three years service after appointment thereto on a regular basis in the scale of pay of Rs. 9300-34800 + GP 4200 or equivalent in the parent cadre/department</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed three years)</p> <p>The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications</p> |
| 13. | If a DPC exists, what is its composition ?  | <p><b><u>DPC composition as per Rule 5(4) of A&amp;N Islands Municipal Services (classification, control and Appeal) Rules, 2008</u></b></p> <p>i) Secretary (Urban Local Body) - Chairman<br/>A &amp; N Administration</p> <p>ii) Secretary, Municipal Council - Member</p> <p>iii) Officer of the rank of Assistant Secretary or above (ULB),<br/>A &amp; N Administration - Member</p> <p>iv) Two experts to be nominated by Chief Secretary, A &amp; N Admn. - Member</p>   |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment  | Not applicable  |
| 15. | Job description   | Attached as Annexure to Schedule - I  |

### **Annexure to Schedule – I**

#### **The duties of the Administrative Officer are as below:-**

1. To ensure strict discipline in the sections under his charge.
2. To ensure that the instructions relating to disposal of Government business are strictly adhered to;
3. To receive visitors and see that their requests, complaints and grievances are attended to;
4. To be responsible for prompt disposal of work in the sections under his charge;
5. To go through the dak and give directions to the official/officer for its disposal;
6. To deal with urgent or important receipts/cases himself and to dispose of as many cases as possible his own initiatives and responsibility after discussion with higher officers;
7. To keep a watch over timely submission of weekly and monthly arrear statements and other returns and scrutinize them;

8. To keep watch over pending Court cases and progress on implementation of Court Orders on weekly basis and to submit monthly statements on progress to concerned Secretary.
9. To allocate subjects to Dealing Clerks in the Branches in consultation with the Section Officer concerned.
10. To make surprise visits to the section to check attendance and to see that the various instructions issued from time to time are strictly observed;
11. To inspect the sections once in six months and to submit an Inspection Note to Secretary/Higher Officer.
12. To keep himself acquainted with the moral and conduct of the staff working under him;
13. To discuss with the Section Officer from time to time measures necessary for expeditious disposal of Government business; and
14. To deal with any other work assigned by the higher officers.
15. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the council.

## **SCHEDULE – II**

### **RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN PORT BLAIR MUNICIPAL COUNCIL**

|     |  |   |
|-----|--|---|
| 1.  | Name of post   | <b>Office Superintendent</b>  |
| 2.  | No. of post  | 02 (two) 2010 (Subject to variation dependent on workload)  |
| 3.  | Classification   | Group 'B' (Municipal Services)  |
| 4.  | Pay Band & Pay Scale/Grade Pay   | PB-2 Rs. 9300 - 34800 + G.P. Rs. 4200   |
| 5.  | Whether selection post or non- selection post  | Non-Selection   |
| 6.  | Whether benefits of added years of service admissible  | Not applicable  |
| 7.  | Age limit for direct recruits  | Not applicable  |
| 8.  | Educational qualifications for direct recruits   | Not applicable  |
| 9.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees  | Not applicable  |
| 10. | Period of probation, if any  | Not applicable  |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods | By transfer   |
| 12. | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made  | <b><u>Transfer:-</u></b><br>From amongst the Head Clerks of the Council in the pay in PB-2 with Grade Pay of Rs. 4200 with 2 years regular service in the grade |
| 13. | If a DPC exists, what is its composition ?   | Not applicable  |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment   | Not applicable  |
| 15. | Job descriptions   | Attached Annexure to Schedule - II  |

**Annexure to Schedule - II****The duties of the Office Superintendent are as below:-****1. General Duties**

- a. To distribute work among the staff for optimum efficiency;
- b. To train, help and advise the staff;
- c. To manage and co-ordinate the work;
- d. To maintain order and discipline in the section.
- e. To maintain list of residential address of the staff.

**2. Responsibilities relating to Dak**

- a. To go through the receipts;
- b. To submit receipts which should be seen by the Branch Officer or Higher Officers at h dak stage;
- c. To keep a watch on movement of dak and
- d. To scrutinize section's diary once a week to ensure that it is being properly maintained.

**3. Responsibilities relating to issue of draft**

- a. To ensure that all corrections have been made in the draft before it marked for issue;
- b. To indicate whether a clean copy of the draft is necessary;
- c. To indicate the number of spare copies required;
- d. To check whether all enclosures are attached;
- e. To indicate priority marking;
- f. To indicate mode of dispatch.

**4. Responsibilities of efficient and expeditious disposal of work and checks on delays**

- a. To keep a note of important receipts with a view to watching the progress of action;
- b. To ensure timely submission of arrear and other returns;
- c. To undertake inspection of Assistants table and to ensure that no paper or files has been overlooked;
- d. To ensure that cases are not held up at any stage;
- e. To go through the list of periodical return every week and take suitable action on items requiring attention during next week.
- f. To submit to the Branch Officer weekly list of pending Court cases and pending action of Court cases (to avoid Contempt of Court Cases).

**5. Independent disposal of cases**

- a. To issue reminders
- b. To obtain or supply factual information of non-classified nature;
- c. Any other action, which a Section Officer is authorized to take independently.

**6. Duties in respect of recording and indexing**

- a. To approve the recording of files and their classification;
- b. To review the recorded file before destruction;
- c. To order and supervise periodic weeding of unwanted spare copies;
- d. To ensure proper maintenance of register required to be maintained in the section;
- e. To ensure proper maintenance of reference books, office orders etc., and keep them up-to-date;
- f. To ensure neatness and tidiness in the Section;

- g. To deal with important and complicated cases himself;
- h. To ensure strict compliance with departmental Security instructions;
- i. To check that staff comply with the security instructions and to bring immediately to the notice to his superiors any breach of security regulations;
- j. To ensure that all Manual, Rules etc. of the section are kept up-to-date by inserting latest correction slips.
- k. To give special instructions, where necessary on the draft as to the manner of its issue e.g. "By Registered Post" "Insured Covered" etc.
- l. To ensure that all routine duties including maintenance of Registers etc. are carried out promptly and thoroughly.
- m. To ensure that the file numbers for receipts are entered by the Dealing Clerks regularly in their Dak Books/Day Books.
- n. To check the Receipt Register at least once a week.
- o. To ensure to the proper maintenance of the following :-
  - i. Guard file.
  - ii. File index.
  - iii. File movement Register.
  - iv. Receipt Register.
  - v. Issue Register (where maintained).
  - vi. Checklist of returns (both inward and outward).
  - vii. All other registers prescribed from time to time.
  - viii. To ensure that reports and returns are submitted on due dates.
  - ix. To ensure timely submission of fixed date case, other important cases and papers required by officer by keeping a note in his personal note book, Desk calendar on Engagement Diary and to keep a watch on progress of action.
  - x. To ensure that Sectional Note Book containing important rulings, decisions, etc. is kept up-to-date.
  - xi. To ensure that the arrear statements are compiled timely and accurately.
  - xii. To inspect regularly that racks and tables of Dealing Clerks at least once a fortnight and satisfy himself that no paper or file actually pending with a Dealing Clerk is excluded from the arrear statement and that the Clerks do not accumulate 'come back' cases.
  - xiii. To ensure timely recording of cases and to classify cases into 'A' or 'B' and arrange their dispatch to the Record Room.
  - xiv. To attend to the periodic disposal or destruction of all ephemeral file and papers.
  - xv. To attend to the disposal of all records of the section/office that have crossed the prescribed period of preservation as laid down for each record.
  - xvi. To examine to the list of spare copies and circulars for destruction, and
  - xvii. To deal with such confidential or other work of the section/office as may be entrusted to him by the branch officer or higher officer.
  - xviii. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.